

OFFICE OF CRIMINAL JUSTICE PLANNING

CHILD AND TEEN COUNSELING PROGRAM DOMESTIC VIOLENCE EMPHASIS

Proposal Checklist and Required Sequence

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to OCJP. Failure to include any of the following elements may result in disqualification of the proposal.

- () GRANT AWARD FACE SHEET (*General Instructions*)
- () PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (*General Instructions*)
- () PROJECT NARRATIVE (*Programmatic Instructions*)
 - Problem Statement
 - Plan
 - Implementation
- () PROJECT BUDGET (*General Instructions and Programmatic Instructions*)
 - Budget Narrative
 - Budget Forms - OCJP A303a, A303b, A303c
- () PROPOSAL APPENDIX (*Programmatic Instructions*)
 - Σ Organizational Chart
 - Σ Operational Agreements
 - Σ Letters of Reference
 - Σ Confidentiality Policy

Applicants must apply in one of the categories indicated below. MARK ONLY ONE BOX NEXT TO THE APPLICANT CATEGORY IN WHICH YOU ARE APPLYING:

- () EXISTING PROGRAM 20% MATCH
- () INDIAN PROGRAM 5% MATCH

OFFICE OF CRIMINAL JUSTICE PLANNING

**CHILD AND TEEN COUNSELING PROGRAM
DOMESTIC VIOLENCE EMPHASIS**

PROGRAMMATIC INSTRUCTIONS

A. PROPOSAL DUE DATE

THE DEADLINE FOR RECEIPT OF PROPOSALS AT OCJP IS:

DATE: Wednesday, September 24, 1997

TIME: No later than 5:00 p.m.

B. CONTACT INFORMATION

These programmatic instructions are to be used in conjunction with the General Instructions section of this Request for Proposal (RFP). If there are any questions regarding this RFP, please contact the Violence Against Children and Domestic Violence Branch at (916) 323-7449.

C. ELIGIBILITY CRITERIA

In order to receive funding, applicants must be a private nonprofit, community-based organization or Native American tribe/organization and have operated an ongoing, recognized domestic violence program, supported by either private or public funds, for at least two years prior to the submission date of this RFP. Applicants need not be shelter-based programs or currently funded by OCJP.

D. FUNDING CYCLE AND DURATION

Funds for the Child and Teen Counseling (CTC) Program are provided through the Federal Victims of Crime Act (VOCA). OCJP anticipates the total amount available will be \$2,200,000 annually, to fund the CTC Program. The funding cycle for this program is for a three year cycle, beginning November 1, 1997, and ending October 31, 2000. Each grant period will be for twelve (12) months.

Agencies responding to this application must budget funds for twelve (12) months. The first year grant period will begin on November 1, 1997, and end on October 31, 1998. An application for continuation funding must be submitted for the second and third year of funding. Continuation funding will be contingent upon satisfactory performance and subject to the availability of funds.

E. PROGRAM INFORMATION

1. Program Match

VOCA requires a match of cash and/or in-kind contribution derived by resources other than federal funds. The percentage of match required depends upon whether the applicant is an Indian project or a non-Indian project.

Indian Projects: Match Required: 5%

A Native American tribe/organization is described as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans.

Non-Indian Projects: Match Required: 20%

All non-Indian domestic violence projects are subject to a 20% match. Projects must have a record of providing quality, cost-effective treatment services to child and teen victims of domestic violence. Projects must also show that the match amount is derived from non-federal sources.

Refer to the General Instructions portion of this RFP for specific detail on the definitions of cash and in-kind match. Use the “total project cost” method of calculating the match. All funds designated as match must be expended within the grant period. Matching funds are subject to the same restrictions placed upon all VOCA funds in relation to allowable expenditures.

2. Background Information

The CTC Program is intended to break the cycle of violence through early intervention with children and teens. In addition to primarily serving children and adolescents, mother-child dyads may also receive services under this program.

The concept of this program is based on the following concerns:

It is estimated that each year in the United States, between three and four million children witness the physical abuse of one parent by the other. Many parents deny or minimize the impact of domestic violence upon their children. However, interviews and observations of children reveal that they are not only aware of violence in their home and can accurately describe violent incidents, but they also have a myriad of feelings and behaviors related to the violence that they witness.

It has been estimated that up to seventy percent (70%) of children exposed to domestic violence may also be physically and/or sexually abused, often by the adult who victimizes their nonoffending parent. Regardless of whether or not children have actually been physically or sexually abused, they are prone to developing and exhibiting similar symptoms as children who are abused.

It is commonly known that a clearly defined cycle of violence exists between batterer and victim. Perhaps less known is how much children are seriously affected by the cycle of violence occurring in their home. Research and observation of children shows that their behaviors, coping skills, defense mechanisms, belief systems and cognitive processes can be shaped and defined by witnessing violence.

Children may experience the cycle of violence on several levels: as a witness to the violence, as a direct recipient of the violence, and as a participant in the cycle of violence

through reenactment of the violence toward siblings, their abused parent and at school in play and interaction with other children.

Children naturally depend on their caretakers to establish trust and define their world, to learn how to communicate and express themselves and model appropriate social and intimate relationships. When their world is chaotic, unsafe and full of violence, they know no other way of life and accept this as a natural human interaction. Observing family members play out roles of victim or perpetrator and being deprived of healthy attachment and bonding, leads to a potential lifetime in which the cycle of violence perpetuates.

Violence in general is glamorized through the media; this has led to a societal message that violence exists in nearly every part of daily life, it defines power and control and is the key to survival. Violence and violent people may become the norm to children who live in the same home with violence and are continuously exposed to it through personal observation, television, computer games, books and movies.

Traumatic experiences impact children. The duration and severity of the impact will vary from child to child, depending on personal characteristics of the child, the circumstances of the trauma and the opportunity the child has to resolve the trauma. Children from violent homes are at risk of long-term, repetitive trauma. To complicate matters, the secrecy surrounding domestic violence rarely allows children the opportunity to “tell their story” and express normal fear, anger and grief. A consequence of forced silence and secrecy is the development of multiple adverse behaviors and symptoms. Severely traumatized children may develop childhood disorders such as enuresis, encopresis, post traumatic stress disorder, conduct or oppositional disorder, attachment and dissociative disorders.

Since socialization, communication skills and gender role identity are linked closely to parental role modeling, the roles young children develop may be rigidly cast within a family where violence exists. A girl may easily assume her mother’s characteristics as a victim, whereas, a boy may assume an overbearing, dominant role and demeanor like his father. Another extreme can also develop, that of a girl or boy assuming the role of “rescuer” to shield her or his mother and other family members from abuse. Children, especially boys, who grow up in violent homes are at risk of repeating violence in their own adult relationships. Studies indicate that male children who witness their father beating their mother are seven-hundred (700) times more likely to abuse their adult female partners. Often beginning in adolescence when coupled pairing begins, the incidence of teen dating violence and posturing for peer recognition and acceptance through violence starts to develop.

Vulnerable for assuming roles and identities learned at home, adolescents may establish the stage for a life fraught with violence by assuming a victim or perpetrator role, natural to them from witnessing violence in early childhood.

It is with these concerns in mind that the scope of the CTC Program is designed.

3. Program Components

Research and treatment of abused children substantiates that children are able to process traumatic experiences if they are provided with opportunities to share or reenact their

experience through storytelling, art and play, and participation with other children in groups where similar experiences can be shared and validated in a safe and trusting environment.

The CTC Program may be offered in either a center/agency-based setting or a school-based setting or by combining services at both locations. It has been found that school-based services are especially helpful to attract teens into groups established to eliminate teen violence.

On-site school groups also help to establish a referral base for center/agency-based services, and offer accessible, safe, and neutral grounds for children.

Projects funded under the CTC Program must include the following three components for children under the age of eighteen (18).

Component A: Individual Counseling

Individual counseling must be focused on the child as the client, be age and developmentally appropriate and respond to crises which may occur in the course of therapy.

Individual counseling must include:

- A comprehensive assessment of a child's health, medical, dental, nutritional and educational needs and the development of a plan for treatment and services to meet those needs.
- A thorough assessment for child abuse and compliance with mandatory reporting requirements if abuse is suspected or disclosed.
- One-to-one counseling utilizing art, play, sandtray, bibliotherapy and other age appropriate modalities to help children heal, increase their self-esteem, and allow them to express their thoughts and feelings in a constructive manner and make sense of their world.
- With parental consent, collaboration with school personnel to gather and assess information on a child's school performance, to include attendance, relationship with authority figures and peers, as well as any adverse or sudden changes in behavior.

Component B: Conjoint Counseling For Mother and Child

Conjoint counseling must be focused on the parent-child relationship, and not replace individual counseling for the nonoffending parent.

Conjoint counseling must include:

- A thorough assessment of parenting skills, style, strengths and weaknesses; and
- Development of a plan and provision of treatment services to strengthen and improve the parent-child relationship, to include role definition, boundaries, effective communication, limit setting and appropriate methods of discipline.

- When necessary, referring the parent to parent skill building classes at the center/agency or in the community, and monitoring attendance.

Component C: Group Counseling

Group counseling must be provided to children. Offering on-site school groups for teens has been found to be the preferable mode for assembling the greatest number of teenage participants. School based groups for elementary school age children is also desirable.

OCJP has identified the following priorities to be included in the group process:

1. Promoting grief recovery inherent to loss when domestic violence: divides a family; a family member is seriously injured or killed due to violence; or a child is dealing with confusing and difficult feelings because his/her parent has gone to jail or prison due to perpetrating violence.
2. Life saving safety skills children may use when violence occurs in their home, with practice through group education and process.

Group counseling for children/teens must include:

- A structured format using age appropriate modalities, including education, art, dramatic play, bibliotherapy and sand tray to enhance children's active expression;
- Organization by age appropriate groupings; and
- A maximum number of ten (10) children per group with at least two therapists facilitating the group.

4. Services, Activities, and Costs Allowable Under VOCA Funding

VOCA regulations contain strict criteria for the types of services offered by funded projects. Stipulations regarding allowable and non-allowable expenditures also exist. The federal law and regulations which mandate the VOCA Program stipulate services to crime victims. Under VOCA, the term "crime victims" refers to children who are victims of domestic violence. The following is a list of services, activities and costs that are eligible for support with VOCA funds:

- a. Immediate Health and Safety Services:** Such services include those which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food; clothing, transportation, and shelter; and other emergency services that are intended to restore the victim's sense of dignity and self esteem. This includes services which offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing or repairing locks. Additional services may include emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and pertain to the health and safety of the victim.

- b. Mental Health Assistance:** This includes services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. “Therapy” refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- c. Assistance with Participation in Criminal Justice Proceedings:** In addition to the cost of Emergency Legal Services noted above in the Immediate Health and Safety section, there are other costs associated with helping victims participate in the criminal justice system that are also allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and restitution advocacy and assistance with victim impact statements. VOCA funds cannot be used to pay for nonemergency legal representation such as for divorces.
- d. Forensic Examinations:** For sexual abuse victims, forensic exams are allowable costs only to the extent that other funding sources (such as state Victim/Witness compensation or private insurance or public benefits) are unavailable or insufficient.
- e. Costs Necessary and Essential to Providing Direct Services:** Such costs may include pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
- f. Special Services:** Allowable services include assisting crime victims to manage practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for **state Victim/Witness** compensation benefits; and helping to apply for public assistance.
- g. Personnel Costs:** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance, the cost of advertising to recruit VOCA funded personnel, and the cost of training paid and volunteer staff are allowable.
- h. Restorative Justice:** Opportunities for crime victims to meet with perpetrators, if such meetings are requested by the victim and have therapeutic value to crime victims are allowable. Projects that offer this type of service must closely review the criteria for conducting these meetings. At a minimum, the following should be considered:
- the safety and security of the victim;
 - the benefit or therapeutic value to the victim;
 - the potential for renewed victimization and trauma that may occur through such a meeting;

- the procedures for ensuring that participation of the victim and offender are voluntary and that everyone understands the nature of the meeting;
- the provision of appropriate support and accompaniment for the victim;
- appropriate “debriefing” opportunities for the victim after the meeting or panel;
- the credentials of the facilitators; and
- the opportunity for a crime victim to withdraw from the process at any time.

5. Services, Activities and Costs Requiring Special Approval Under VOCA Funding

The following services, activities, and costs are generally not considered direct crime victim services, but are often necessary to assure that high quality direct services are provided. Before VOCA funds can be used to support these costs, OCJP must agree that direct services to crime victims cannot be offered without support for these expenses; that the applicant has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes.

- Skill Training for Staff:** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so they are able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. VOCA funds can be used for training both VOCA funded and non-VOCA funded service providers who work within a VOCA funded agency, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals who do not provide direct services.
- Training Materials:** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers within the project, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for project staff.
- Training Related Travel:** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. Projects must first seek available training within their immediate area; however, when needed training is unavailable within the immediate area, projects may use VOCA funds to support training outside of the local area. For example, projects may benefit by attending national conferences that offer skill building training workshops for victim assistance providers.
- Equipment and Furniture:** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, VOCA funds can support a prorated share of such an item. In addition, projects cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include pagers, typewriters and word processors, video-tape camera and

monitor for interviewing children, two way mirrors, and equipment and furniture for shelters, work spaces, client waiting rooms, and children's play areas. The cost of furniture or equipment that makes victim services more accessible to persons with disabilities, such as a TTY for the hearing impaired, are allowable.

- e. **Purchasing or Leasing Vehicles:** Projects may use VOCA funds to purchase or lease vehicles if they can demonstrate to OCJP that such an expenditure is essential to delivering services to crime victims. Prior approval from OCJP is required for all such purchases.
- f. **Advanced Technologies:** Computers may increase a project's ability to reach and serve crime victims. In making such expenditures, projects must describe to OCJP how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the agency's current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements and supplies; and how these additional costs will be supported. Property insurance is an allowable expense as long as VOCA funds support a prorated share of the cost of the insurance payment.

Projects that receive authorization from OCJP to purchase equipment with VOCA funds must establish policies and procedures on the acquisition and distribution of the equipment, in the event the project no longer receives a VOCA grant. At a minimum, property records must be maintained with the following:

- a description of the property;
 - a state serial number tag;
 - the acquisition date;
 - the cost and the percentage of VOCA funds supporting the purchase;
 - the location, use, and condition of the property; and
 - any disposition data, including the date of disposal and sale price.
- g. **Contracts for Professional Services:** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for agencies to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights; a forensic exam on a sexual assault victim, to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign interpretation for the hearing impaired. However, projects are prohibited from using a majority of VOCA funds for contracted services which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
 - h. **Operating Costs:** Examples of allowable operating costs include costs of supplies, equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete required time and attendance records and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the pro-rated share of

audit costs.

- i. **Supervision of Direct Service Providers:** Projects may use VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, projects may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- j. **Repair and/or Replacement of Essential Items:** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. Each request for expending VOCA funds for such purposes must ensure the following:
 - the building is owned by the agency and not rented or leased;
 - all other sources of funding have been exhausted;
 - there is no available option for providing the service in another location;
 - the cost of the repair or replacement is reasonable, considering the value of the building; and
 - the cost of the repair or replacement is pro-rated among all sources of income.
- k. **Public Presentations:** Presentations made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services may be offered through VOCA funding. Activities and costs related to presentations, including handout materials, brochures, and newspaper notices can be supported by VOCA funds.

6. Services, Activities and Costs Which Are Not Allowed Under VOCA Funding

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA funds:

- a. **Lobbying and Administrative Advocacy:** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- b. **Perpetrator Rehabilitation and Counseling:** Projects cannot use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- c. **Need Assessments, Surveys, Evaluations, Studies:** VOCA funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- d. **Prosecution Activities:** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency such as witness notification and management activities and expert testimony at a trial. In addition, victim protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be

supported with VOCA funds.

- e. **Fundraising Activities:** VOCA funds cannot be used for fundraising activities.
- f. **Indirect Organizational Costs:** The costs of liability insurance on buildings and vehicles, capital improvements, security guards and bodyguards, property losses and expenses, real estate purchases, mortgage payments, rent and construction cannot be supported with VOCA funds.
- g. **Property Loss:** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
- h. **Medical Costs:** VOCA funds cannot pay for nursing home care, home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA funds cannot support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims, when other funds are not available for this purpose.
- i. **Relocation Expenses:** VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- j. **Administrative Staff Expenses:** Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals may not be paid with VOCA funds unless these expenses are incurred while providing direct services to crime victims.
- k. **Development of Protocols, Interagency Agreements, and Other Working Agreement:** These activities benefit crime victims, but they are considered examples of the types of activities that agencies undertake as part of their role as a victim services organization, and cannot be charged to VOCA funding.
- l. **Costs of Sending Individual Crime Victims to Conferences:** VOCA funds cannot be used to send crime victims to conferences.
- m. **Activities Exclusively Related to Crime Prevention:** VOCA funds cannot be used for activities that focus exclusively on the prevention of crimes.

7. Provision of Services

All services must be provided directly to child crime victims and appropriate family members at no charge. Since funding will be provided to offer service free of charge, Victim/Witness compensation claims cannot be filed for services provided by the project. Projects are required, however, to help victims and their family members apply for victim compensation for appropriate, non-project related services.

8. Cultural Diversity

Services must be culturally diverse and reflect the applicant's service area. Staff, volunteers, Board of Directors and/or advisory committee membership should reflect the demographic characteristics of the service area. Due to this requirement for cultural diversity, arrangements must be made for bilingual services to non-English speaking victims. Project staff should also possess cross-cultural competency.

9. Record of Effective Services

Applicants must demonstrate a record of providing effective services to victims of domestic violence. To this end, applicants must submit two letters of reference, with at least one letter coming from a private or government funding source which monitors fiscal and program compliance. The other letter may be from a collaborating agency within the service area. Place the letters of reference in the Appendix.

10. Record Keeping

Projects will be required to maintain specific information on victim demographics. OCJP or a federal representative must be granted access when asked to review demographic information. This information will be provided through progress reports due to OCJP twice a year.

11. Use of Qualified Staff and Volunteers

Project staff must have specific qualifications to provide services under the CTC Program. Qualified staff must, at a minimum be:

- Licensed psychiatrists; clinical psychologists; social workers; marriage, family and child counselors; or art therapists.
- Persons who are license-eligible in one of the fields listed above and are post-masters level and are seeking qualifying hours for licensure.
- Peer counselors may be used on a case-by-case basis with OCJP's prior approval.

In addition to the above, staff must:

- Complete a criminal records check, including fingerprinting, through the California Department of Justice.

Volunteers must have specific qualifications to provide services under the CTC Program. Volunteers must receive direct supervision and:

- Complete a criminal records check, including fingerprinting, through the California Department of Justice.

It is recognized that pre-licensed clinical staff are often utilized in volunteer positions.

12. Training For Staff and Volunteers

Staff and volunteers providing services under the CTC Program must complete at least 40 hours of domestic violence training as outlined in Evidence Code 1037.1, or be

exempted from training under that code section. Prior to any contact with a child, project staff and volunteers must have received the 40 hours of training, and completed a criminal record check and fingerprinting.

13. Documentation of Non-Profit Status (if applicable)

If the applicant is a Community Based Organization (CBO) applying for funding, the applicant must be an active California non-profit corporation in good standing. If selected for funding, the applicant will be required to submit documentation of nonprofit status when being placed into grant award agreement.

F. PROJECT NARRATIVE INSTRUCTIONS

This portion of the Programmatic Instructions contains the directions for completion of the proposal which will be read and rated competitively under the RFP process. A rating sheet is enclosed as part of this package, and identifies the rating factors.

The proposal should be submitted on plain white paper (8 1/2 x 11 inches), unless it is otherwise specified to use specific forms (objective achievement pages, OCJP specific forms, etc.). Twelve (12) pitch type should be used with single-spacing. Each page should have a minimum of three-quarter (3/4) inch margins.

1. Problem Statement (Limit four (4) single-spaced pages)

This section addresses the problem of domestic violence affecting children in the applicant's service area, and the need for additional services for children. The following list outlines the items which must be addressed in the Problem Statement. This information must be provided in narrative form and limited to the page number stated above.

Provide a community profile which addresses the following points:

- the geographic location of the applicant's service area;
- the population size of the service area;
- the socio-economic conditions in the service area;
- the ethnic breakdown and languages spoken in the service area;
- the prevalence of domestic violence affecting children in the service area;
- what community resources currently exist which address the needs of children affected by domestic violence;
- why current community resources are not sufficient to meet the needs of these children;
- how the project will improve services to children affected by domestic violence; and
- what impact the project will have on current community resources which address the needs of these children in the service area.

2. Plan (Total limit of nine (9) single-spaced pages of narrative)

This section addresses the plan to serve children affected by domestic violence and the

objectives which will be implemented to achieve this goal.

The following list outlines items which must be addressed in the Plan statement. This information must be provided in narrative form and limited to the page number stated above.

Provide a Plan (**Limit three (3) single spaced pages of narrative**) which addresses the following points:

- the flow of services including identifying clients, performing intake and psycho-social assessment and psychological evaluations of clients;
- the system for providing individual, conjoint and group counseling services;
- the location, structure, duration and frequency for child and teen groups;
- the actual role and duties of project staff, including interfacing with other agency and non-agency staff;
- how project staff and volunteers will be supervised;
- how the 40 hour domestic violence training will be provided to project staff and volunteers; and
- any additional training staff and volunteers will receive to gain expertise in working with children, in addition to the mandated 40 hour domestic violence training.

Mandated Objectives and Activities (Limit six (6) single-spaced pages)

Objectives and activities should be based on estimated levels of service which will adequately address the issues and needs identified in the narrative Problem Statement and Plan. Each objective should clearly identify:

- how many clients will be served;
- the staff who will be responsible for achievement of the objective; and
- what source documentation will be collected and maintained to demonstrate proof of successful objective achievement.

Objectives and activities must be achievable within the grant period and must support the achievement of the CTC program goal to break the cycle of violence through early intervention with children and teens.

Source documentation used to collect and report data may include client contact sheets, telephone logs, intake sheets, psycho-social assessment and treatment plans, progress notes, termination sheets, psychological evaluation tests and reports, client files, and other related documents.

For each objective below, state the objective in quantified measurable terms and provide a narrative description of the activities which will accomplish the objective.

Component A: Individual Counseling

Objective A.1: Provide individual counseling to children.

The number of children age twelve (12) and under receiving individual counseling will be: _____

The number of children age thirteen - eighteen (13 - 18) receiving individual counseling will be: _____

Individual counseling must be offered to children. The number of children served by the project under 18 years of age must be estimated. Refer to the Program Information Section E.3 for the required component contents.

Component B: Conjoint Counseling for Mother and Child

Objective B.1: Provide counseling to mother and child(ren) units.

The number of mother-child units receiving conjoint counseling will be: _____

Conjoint counseling must be offered to mother and child units. Despite the number of children attending with their mother, this service should be recorded as a family unit for reporting purposes. Refer to the Program Information Section E.3 for the required component contents.

Component C: Group Counseling

Objective C.1: Provide Group Counseling

The number of children age twelve (12) and under receiving group counseling will be: _____. The number of groups offered during the project year will be: _____

The number of children age thirteen - eighteen (13 - 18) receiving group counseling will be: _____. The number of groups offered during the project year will be: _____

Group counseling must be offered to children under the age of 18. Refer to the Program Information Section E.3 for the required component contents.

3. Implementation (Limit five (5) single-spaced pages)

This section addresses the applicant's ability to implement the project. The following list outlines the items which should be addressed in the Implementation Plan. This information must be provided in narrative form and limited to the page number stated above. The following information must be provided:

- how the agency began, its history of operation and mission statement;
- length of time in business;
- primary focus of services;
- expertise with children, including issues related to domestic violence;
- methods and procedures for collecting and storing data regarding client services and project activities;

- procedures used to ensure confidentiality of records;
- identify what psychological evaluation tests will be used; and
- list and describe those agencies with whom coordination of services is proposed.

In the Appendix, provide copies of signed and dated Operational Agreements for each coordinating agency which indicate who will provide services and the types of services to be provided during the grant year. Operational Agreements must be obtained from the schools where the on-site school groups are proposed and from the county statutory rape vertical prosecution program. Also include an organizational chart, a copy of your agency's confidentiality policy and the two required reference letters (cited in Section E.9) in the Appendix.

G. SPECIFIC BUDGET INSTRUCTIONS

The maximum grant award amount available per project is \$110,000. Applicants will not gain funding preference by requesting less funds than the maximum available. Applicants should request the amount needed to operate a successful project, which may be equal to or less than the maximum funding level, depending on individual applicant needs. The budget must support the costs required to achieve the objectives and activities.

A match is required to receive funding. Refer to the General Instructions to determine how to calculate the match requirement. The VOCA match calculation is based on the "Total Project Cost" method. Identify cash and/or in-kind match amounts in the budget through line

item detail and in a manner which stands out, so the match is clearly identifiable (bold or italic print). Also refer to Program Information Sections E.4, E.5 and E.6 for the list of costs allowable and not allowable under VOCA funding.

All applicants are required to send a minimum of one staff member to the OCJP Victim Services Conference to be held in Sacramento, California from April 6 - 9, 1998. Applicants should budget for a registration fee of \$200 for the OCJP Victim Services Conference. Additionally, a two-day Project Directors' meeting will be held for orientation and program overview in the first few months of project implementation. Applicants must budget for conference and meeting expenses under the Operating Expenses category of the budget, including travel and per diem.

Private, non-profit organizations must use either the state travel policy or one that is more restrictive. Refer to the General Instructions for information regarding the state travel policy.

Applicants may budget up to five percent of the total project cost for victim-related emergencies. If emergency funds are budgeted, applicants must complete and submit the Emergency Fund Procedures form provided with the Grant Award Forms Package.

H. PROPOSAL APPENDIX

The appendix provides additional information required by OCJP to support components of the grant application. The appendix must include the following:

1. Organizational Chart

Provide an organizational chart, highlighting where in the organization the project will fall in the structure. This chart is part of the maximum five (5) page limit to the Implementation Plan.

2. Operational Agreements

Operational Agreements must demonstrate a formal system of networking and coordinating with other agencies and clearly delineate the roles and responsibilities of each agency. They must also be signed and dated for the grant period. Operational Agreements must be obtained from the schools where the on-site school groups are proposed and from the county statutory rape vertical prosecution program.

3. Letters of Reference

Applicants must demonstrate a record of providing effective services to child crime victims. To this end, applicants must submit two letters of reference, with at least one letter coming from a private or government funding source which monitors fiscal and program compliance. The other letter may be from a collaborating agency within the service area.

4. Confidentiality Policy

Provide a copy of your center/agency's confidentiality policy. The policy will not be counted in the page limitation for the Implementation Plan.

SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the _____ (applicant agency) and the _____ (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in _____ (jurisdiction). Both agencies believe that implementation of the _____ proposal, as described herein will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

1. The _____ (applicant agency) project will closely coordinate the following services with the _____ (agency) through:
 - Project staff being readily available to _____ (agency) for service provision through _____ (describe arrangements with the agency);
 - Regularly scheduled meetings _____ (how often) between _____ (persons/positions) to discuss strategies, time tables and implementation of mandated services.

* Specifically:

* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of _____ (applicant agency) and _____ (agency), do hereby approve this document.

For _____ For _____

Date _____ Date _____

**OFFICE OF CRIMINAL JUSTICE PLANNING
CHILD AND TEEN COUNSELING PROGRAM
RATING FORM: 1997/98**

Control #:			
Rater #:			
APPLICANT:			
FUNDS REQUESTED:			
PREFERENCE POINTS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">2%</td> <td style="width: 50%; text-align: center;">5%</td> </tr> </table>	2%	5%
2%	5%		

CATEGORY	TOTAL POINTS POSSIBLE
1. PROBLEM STATEMENT	65
2. PLAN	230
3. IMPLEMENTATION	190
4. BUDGET	80
TOTAL 565	

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

	I	II	III	IV	V
1. PROBLEM STATEMENT (Maximum 65 points)					
a. Does the problem statement describe the service area's geographic location, population size, socio-economic conditions, ethnic breakdown and spoken languages?	0	4	8	12	15
b. Does the problem statement describe the prevalence of domestic violence affecting children in the service area?	0	4	8	12	15
c. Does the problem statement describe what community resources exist which address the needs of children affected by domestic violence and why these resources are not sufficient to meet the needs?	0	4	8	12	15
d. Does the problem statement discuss how the project will improve services to children affected by domestic violence and what impact the project will have on the current community resources that address the needs of these children?	0	5	10	15	20
2. PLAN (Maximum 230 points)					
a. Does the plan describe the flow of services including identifying clients, performing intake and psycho-social assessment and psychological evaluations of clients?	0	4	8	12	15
b. Does the plan describe the system for providing individual, conjoint and group counseling services?	0	4	8	12	15
c. Does the plan describe the location, structure, duration and frequency for child and teen groups?	0	4	8	12	15
d. Does the plan describe the actual role and duties of project staff, including interfacing with other agency and non-agency staff?	0	4	8	12	15
e. Does the plan describe how project staff and volunteers will be supervised?	0	4	8	12	15
f. Does the plan describe how the 40-hour domestic violence training will be provided to project staff and volunteers?	0	4	8	12	15
g. Does the plan describe any additional training staff and volunteers will receive to gain expertise in working with children?	0	4	8	12	15
h. Does each objective identify how many clients will be served, the staff who will be responsible for achievement of the objective and what source documentation will be collected and maintained to demonstrate proof of successful objective achievement?	0	5	10	15	20

	I	II	III	IV	V
i. Are the objectives and activities achievable within the grant period?	0	4	8	12	15
j. Does the individual counseling described under Component A focus on the child as the client, and is the counseling age and developmentally appropriate? Does the counseling include a comprehensive assessment (including child abuse), one-to-one counseling and collaboration with school personnel?	0	10	15	20	25
k. Does the conjoint counseling described under Component B focus on the parent-child relationship and not replace individual counseling for the nonoffending parent? Does the counseling include a thorough assessment, development of a plan and provision of treatment services to strengthen and improve the parent-child relationship, and referral of parents to parent skill building classes when deemed necessary.	0	10	15	20	25
l. Does the group counseling described under Component C promote grief recovery and enhance life saving safety skills? Does the counseling include a structured format, organization by age appropriate groupings and a maximum of 10 children per group with a minimum of two therapists facilitating the group?	0	10	15	20	25
m. Do the objectives and activities support the achievement of the CTC Program goal - to break the cycle of violence through early intervention with children and teens?	0	4	8	12	15
3. IMPLEMENTATION (Maximum 190 points)					
a. Does the applicant describe the project's ability to implement the plan, including how the agency began, its history of operation, the agency's mission statement, the length of time in business and its primary focus of services?	0	5	10	15	20
b. Does the applicant describe the project's expertise with children? Does the applicant describe the project's experience working with children regarding domestic violence issues?	0	10	15	20	25
c. Are the methods and procedures for collecting and storing data regarding client services and project activities described?	0	4	8	12	15
d. Does the applicant describe the procedures used to ensure confidentiality of records? Did the applicant include a	0	4	8	12	15

	I	II	III	IV	V
copy of their confidentiality policy in the Appendix?					
e. Does the applicant identify the psychological evaluation tests that will be used?	0	4	8	12	15
f. Does the applicant describe the coordination of services with other agencies? Are the participating agencies listed?	0	4	8	12	15
g. Are Operational Agreements for all the listed coordinating agencies included in the Appendix?	0	4	8	12	15
h. Do the Operational Agreements identify who will provide services and the type of services to be provided? Do they indicate that services will be provided during the grant year?	0	4	8	12	15
i. Are Operational Agreements from the schools where the on-site school groups are proposed and the county statutory vertical prosecution program included in the Appendix?	0	4	8	12	15
j. Did the applicant include the two required reference letters in the Appendix? Is one letter from a funding source?	0	10	15	20	25
k. Does the reapplication include a copy of the Organizational Chart in the Appendix?	0	4	8	12	15
4. BUDGET, including budget narrative (Maximum 80 points)					
a. How well does the budget support the proposal objectives and activities?	0	10	15	20	25
b. How well do the duties, required qualifications, and time commitment of project-funded staff support the proposed objectives and activities?	0	10	15	20	25
c. How well do the proposed expenditures comply with the VOCA restrictions on direct services to victims?	0	4	8	12	15
d. How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities?	0	4	8	12	15